

Excise Department, Daman.

Citizen Charter

Sr. No.	Service Rendered	Procedure	Time Limit	Penalties/ License fee	To Whom to Contact	Remarks
1	2	3	4	5	6	7
15.1	Permit for transport of duty paid liquor in Form E-7	Application in Form E-1	Same day	Permit may be cancelled	Excise Inspector and Excise Sub Inspector	
15.2	Import Permit in Form E-2	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.3	Export Permit in Form E-4	Application in Form E-3	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.4	Liquor License for retail sale of liquor for consumption purpose in Form E-25	Application in Form E-28 with relevant documents	One month	License fee Rs.1,00,000/- for A Grade and Rs.50,000/- for B Grade Hotels	Asstt. Commissioner of Excise/Excise Inspector	New licenses are granted to only A and B category Hotels for consumption purpose.
15.5	Transfer of liquor licensed premises	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification date 17/07/2013	Commissioner of Excise	
15.6	Partnership in liquor license	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification date 12/06/2015	Commissioner of Excise	
15.7	Permit for possession of liquor in Form E-9	Application in Form E-8	Within three days	-----	Commissioner of Excise	
15.8	Recording of Labels of different brands of Liquor/Beer	Application with relevant documents under Rule 16	Within 10 days	Recording fee of Rs.6655/- per label of brands imported by wholesaler	Commissioner of Excise	

15.9	Permission for serving liquor for Wedding Occasion	Application with relevant documents	Within 07 days	Rs.2500/- per 24 Hours as per notification dated 17/07/2013	Commissioner of Excise	
16.0	Permission for additional warehouse	Application with relevant documents	within 15 days	Rs.25,000/- for each warehouse as per notification dated 12/06/2015	Commissioner of Excise	
16.1	Liquor license for wholesale and retail sale of Foreign Liquor (BIO)	Application in Form E-28 with relevant documents	One month	Fee of Rs.1,00,000/- for A category, Rs.50,000/- for B category Hotels, 50,000/- for wholesale licenses and Rs.50,000/- for Bar & Restaurant and other shops	Commissioner of Excise	
16.2	Recording of Labels of different brands of imported Liquor/Beer	Application with relevant documents as per Rule 16	Within 10 days	Recording fee of Rs.10,000/- per label of brands imported by wholesaler	Commissioner of Excise	
16.3	Import Permit in Form E-2 for import of Foreign liquor	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Asstt. Commissioner of Excise/Excise Inspector	


 Deputy Commissioner of Excise
 Daman